

How to make a folder on mobile

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Updated: 07/31/2022 by Computer Hope There are multiple ways to create or add a folder, subfolder, directory, and subdirectory on a computer. The methods for doing so depend on the operating system or where the directory is being created. Select a link below for steps on creating a directory or folder in each major operating system. There are a few ways to create a folder in Microsoft Windows, generally depending on where you want the new folder to be placed. To proceed, select a method from the list below or check out each section individually. In Windows 11, click the New option in the menu bar and select Folder in the drop-down menu. In Windows 8 and 10, on the Home tab, click the New folder icon. In Windows 7 and earlier, in the file menu bar, click File and select Folder in the drop-down menu. Tip In all versions of Windows, you can also right-click on a blank portion of the folder, select New, and then Folder from the drop-down menu. Note If you're using Windows 7 or earlier, and do not see the file menu bar at the top of Windows Explorer, press the Alt key to make it visible. Windows desktop Navigate to the Windows desktop. You can quickly do this with the keyboard shortcut Windows key+D. Right-click any blank portion of the desktop. In the menu that appears (like that shown in the picture), click New and then Folder. Once the new folder appears, type a name for it and then press Enter. Create a new folder using a keyboard shortcut While in Windows Explorer, you can press Ctrl+Shift+N to create a new folder without using the mouse. Windows command line See the following MS-DOS and Windows command line user section to create a directory in the Windows command line. Creating a directory in MS-DOS and Windows Command Prompt Tip It is more appropriate to use the term "directory" instead of "folder" when referring to the command line. To create a directory in MS-DOS or the Windows Command Prompt (cmd), use the md or mkdir MS-DOS command. For example, below, we are creating a new directory called "hope" in the current directory. mkdir hope You can also create multiple new directories in the current one with the md command. In the following example, we are creating three new directories, called "user1," "user2," and "user3," in the current directory. md user1 user2 user3 If you want to create a directory with spaces, you need to surround the directory name with quotes. In the example below, we create a "my example directory" in the current directory. md "my example directory" To create a directory in the parent directory without first moving to that directory, you can use the command below. The example below moves back one directory to create the "example" directory. md ..example To create a subdirectory in a different directory without moving to it, use a command similar to the example below. This command creates a "test" directory in the hope directory. mkdir hope\test Tip Once a directory is created, you can use the cd command to change and move to that directory. To make a directory in another drive without moving to that drive, use a similar command to the example below. The following command creates an "example" directory on the F: drive. (The drive letter "F" should be substituted for the actual drive letter of the disk where you're creating the folder: "c", "d", etc.) md f:\example Create a directory with a batch file A batch file consists of one or more commands that are entered into the command line. Therefore, you can use any examples from the section above in a batch file to create a new folder. Creating a directory in Linux, Unix, and their variants Tip It's traditional to call it a "directory" instead of "folder" in the command line, but both terms refer to the same thing. To create a directory in Linux, Unix, or any variant, use the mkdir command. For example, below, we are creating a new directory called "hope" in the current directory. mkdir hope Tip To explicitly specify that the new directory should be located in the current directory, you can prefix its name with a dot-slash ("."): mkdir ./hope To create a directory whose parent directories do not yet exist (creating the parent directories in the process), use the -p option with mkdir: mkdir -p hope/files/documents Tip Once the new directory is created, you can use the cd command to change and move to that directory. To remove the directory (if it is empty), use the rmdir command. If you want to change the permissions of a directory after it is created, use the chmod command. Linux and Unix shell tutorial Creating a folder and directory in Microsoft Windows 3.X File Manager Open File Manager Open the folder where you want to place the new folder, and on the top menu of File Manager, select File and then new folder. MS-DOS See the MS-DOS user section above for information about creating a directory in MS-DOS. Creating a folder in macOS Desktop folder Navigate to the macOS desktop. Right-click (tap two fingers on the trackpad or multi-touch mouse) any blank space on the desktop. Select New Folder from the drop-down menu that appears. Type a name for the folder and then press Return. Create a folder in a directory Open Finder and navigate to the directory where you want to create the folder. Click File in the upper-left corner of the screen. Select New Folder in the drop-down menu that appears. Type a name for the folder and then press Return. Tip Users may also press the keyboard shortcut Command+Shift+N to create a new folder. Tip To create a directory in the Terminal command line, see the Linux steps. Back to school? found a way to store all those papers and drawings from school. It's a super easy and quick folder and all you need is two sheets of 12"x12" paper. Take your supplies and one A4 sheet of paper. Use the A4 paper to mark the size on one of the 12"x12" paper. Glue the two sheets of paper together, then score using the pencil marks you made earlier as a guide. Fold all the scored lines and trim the extra paper. Fold the bottom border and trim away half of it. Glue the bottom border and you're done! Now, for the finishing touches round the corners and punch a semi-circle for easy access. Users who need to make sure they can get access to files stored in Dropbox while they're on the go and away from the web have a new feature to help with that. The company announced Tuesday that users of its mobile apps will soon be able to save files locally for use offline. It's a move by the cloud storage company to better compete with the other players in the cloud storage space, and provide users with functionality that will help them be more productive when they're on planes, out in low-connectivity areas or just want to save their cellular data quota for other purposes. Here's how it works: users select a file or folder in the Dropbox app, tap "Make Available Offline," then wait for the app to download the requested files. After that, those files will be available for viewing, even if the phone or tablet storing them is without a connection to the web. The feature is built for people who know they're going to be off the grid, like airline employees or remote service workers. In order to get the latest version of a file, users will have to open the Dropbox app when they're still connected to the internet, so that it can download the latest revision. Dropbox is fairly late to the party when it comes to offline folder support on mobile. Google Drive and Microsoft OneDrive already support saving files offline. The feature will be made available over the coming days to Dropbox Pro, Business and Enterprise users with the latest version of the service's Android app. The feature will be coming to iOS early next year. We'd all love spending time lovingly crafting the perfect design. But sometimes you just need a quick fix. Templates save you time and make designing and displaying print artwork significantly less of a hassle. Here we've assembled 21 of the best folder templates available for download today. These include design templates (01-12), which give you a jumping-off point from which to quickly create folder artwork, as well as mockup templates (13-21), which you can use to turn your flat folder design into a photorealistic image of the finished product. 01. Shipping Container template (opens in new tab) Both the outside and inside of this wide folder design template are designed to look like an industrial shipping container. It's an inventive look and an obvious choice for logistics companies or anyone in the business of shipping goods. 02. Green Eco-Friendly Presentation Folder Design Template (opens in new tab) Designed for ecologically-minded businesses of all types, this free folder template features organic vector artwork of a verdant tree. A system of green and grey vector images adorns this professional folder template. There are also bits of sample text that you can easily replace with your own contact information, brand identity, and other details. This presentation folder's logo features two interlocking shapes with a metallic shine, framing full colour photography, again relevant to a logistics/transportation company. 05. Neolife Presentation Folder (opens in new tab) This leafy folder design seems to have been created with a horticulture or crop engineering business in mind, but with a few alterations, it could easily work for any company with a natural or eco-friendly image. 06. Corporate Folder with Die-Cut Design (Squares) (opens in new tab) Price: Subscription Required/PSD Vary/Format: EPS/A modern design consisting of a mosaic of blue, pink and white squares. This folder's pattern resembles a series of computer pixels, so it's fitting for a business related to technology. 07. Greenie (Green) (opens in new tab) Price: \$14 (bundle)/Format: PSDA verdant, lush green design. Green is often associated with health and security, making this folder especially suitable for an organization related to health care, money or information technology. 08. Prissine (opens in new tab) Price: \$14 (bundle)/Format: PSDThe geometric pattern in this folder design makes it ideal for industrial businesses, though it's broad enough to fit a variety of different fields. An eye-catching orange band stands out against the dark background, so it's the perfect area to place a company name or logo. 09. Serenne (opens in new tab) Price: \$14 (bundle)/Format: PSDSave this folder design template for a rainy day! The watery blue color scheme and umbrella logo give this design a calm, optimistic feel. 10. Simplyfly (opens in new tab) Price: \$14 (bundle)/Format: PSD Naturally, this folder design template has a simple, no-nonsense look without much razzle-dazzle apart from a small paper clip graphic in the corner - great for corporate offices with a sensible, straightforward image. 11. Corporate Folder Design (opens in new tab) A combination of bold primary colors and simple geometric shapes makes this design stand out in a crowd. There's also a fair amount of room for you to add your own elements, such as logos, photos or text. 12. File Folder/Document Folder Mockup (opens in new tab) A set of five unique mockups with realistic props, including a pen and a pair of glasses. 13. File Folder/Document Folder Mockup Vol. 2 (opens in new tab) Four photorealistic mockups with four paper textures to choose from, along with a fully customizable background. 14. Album Cover CD Folder Mockups (opens in new tab) The CD folder in this mockup seems designed to package music, but it can be used to display designs for practically any sort of disc packaging. 15. Low Angle Folder Mockup Template (opens in new tab) Provides a view of your design from a lower angle, similar to the view someone will get if they see the presentation folder lying on a surface in front of them. 16. Brochure Folder Sheets Mockup (opens in new tab) With this set of mockup templates, you get eight different views of a folder with curved pockets and A4 sheets inside. 17. A4 Document Folder Mockup (opens in new tab) A high-res mockup template for showing off an A4 document folder design, providing a view of the front, back, and inside all at once. 18. Stacked Presentation Folders Mockup Template (opens in new tab) Apply your folder design to this mockup template to see multiple copies of it fanned out on a flat surface. 19. Corporate File Folder Mockups Vol 1.2 (opens in new tab) Use the smart objects in this mockup template to add your own folder and business card design, as well as the sheets that go inside. Comes with 8 unique PSD files. 20. Back Cover Folder Mockup Template (opens in new tab) Give your audience a clear and straightforward view of your presentation folder's interior with this easy-to-use mockup template. 21. DOA Pocket Folder Mockup Set (opens in new tab) Create an awesome-looking mockup for a one-pocket folder from four different angles. It also comes with a matching folder die-cut template. Know of more folder design or mockup templates to help make designers' jobs easier? Please share them in the comments below! Thank you for reading 5 articles this month* Join now for unlimited access Enjoy your first month for just £1 / \$1 / €1 *Read 5 free articles per month without a subscription Join now for unlimited access Try first month for just £1 / \$1 / €1

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